

**Charlotte County  
Board of County Commissioners  
Community Action Agency Advisory Board  
January 19, 2012 Meeting Minutes**

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**Members Present:**

Phillip Wickstrom, Frank Desguin, Alleen Miller, Dee Rutko, Paul Froeschle, Peter Burnett, Kim Gaut, Kathleen Nelson, Michael Haymans

**Members Excused:**

Commissioner Stephen R. Deutsch, Diane Corriveau

**Members Absent:**

Eunice Wiley

**Staff Present:**

Vikki Carpenter, Emily Lewis, Althea Connor, Gina Gilbreath

**1. Roll Call**

Everyone present introduced themselves to the group. Frank Desguin chaired the meeting at 4:00 PM.

**2. Approval of Meeting Minutes (October) – *Vote Required***

A quorum was present. Alleen Miller entered a motion to approve the minutes of the October meeting and Paul Froeschle seconded the motion; minutes approved by unanimous acclamation.

**3. Membership Update**

New members, Kathy Nelson and Michael Haymans, gave brief background information about themselves. Diane Corriveau, disadvantaged citizen representative for the mid-county area, is undergoing medical procedures and will let the Board know if she will be able to continue her membership before the April meeting.

**4. Officer Elections – *Vote Required***

Phil Wickstrom nominated Frank Desguin as Chairman; Paul Froeschle seconded the motion. Kim Gaut nominated Dee Rutko as Vice-Chairman; Paul Froeschle seconded the motion. Alleen Miller entered a motion to close the nominations; Michael Haymans seconded the motion. Chairman Frank Desguin and Vice-Chairman Dee Rutko were elected by unanimous acclamation.

**5. Household and Work Plan Goals Reports, 1<sup>st</sup> Quarter (Attachment A)**

Althea Connor distributed the first quarter (10/1/11 – 12/31/11) Household Report (Attachment A). The report provides the number of individuals and households served through the Low Income Home Energy Assistance Programs (LIHEAP), Water and Food Pantry programs. This quarter 1789 low-income individuals (622 households) received services. 1056 individuals received non-crisis (home energy) LIHEAP assistance.

Dee Rutko asked if clients who are unemployed are referred to Southwest Florida Works. Althea Connor said yes, they are referred, but information is not available as to whether those clients actually follow through with the referral.

Michael Haymans asked if the reports can be broken down to reflect subsets within the county, for example the number of individuals served in the Charlotte Harbor area. Emily Lewis responded that Charlotte County Human Services is expecting to begin using a new software program in February that will contain reporting features by zip code that will offer a closer look at subsets.

## **6. LIHEAP & CSBG Budget Modifications – *Vote Required* (Attachments B & C)**

Emily Lewis received notification of a base increase to Community Services Block Grant (CSBG) funding. Authorization was received to allocate carry-over funds from last year. The budget modification includes adding two new CSBG programs: an On-the-Job Training Program and a backpack food program for children.

An On-the-Job Training (OJT) Program is proposed through a partnership with Southwest Florida Works. The proposed budget modification will pay for participants' salaries while training in targeted occupations within Charlotte County with an understanding that the employer would hire the trainee upon completion of the training program. Dee Rutko said that targeted occupations in Charlotte County include many jobs in the medical field. If this proposal is approved by the Board, Family Services Division Staff are prepared to begin working on the project.

The proposed backpack food program for children consists of backpacks of food provided to eligible children on Friday afternoons. The food nourishes children on the weekend when other food might not be available. Some low-income children don't eat between leaving school on Friday and the school breakfast on Monday morning. For CSBG reporting, this project is reported under Goal 6.5A Food Boxes. Recipients will be determined "eligible" after being screened by teachers and social workers who have reason to believe a child is not receiving adequate nutrition over the weekend. 700 kids are currently being served in Charlotte County in 5 schools. Peace River Elementary School currently has the highest rate of free and reduced lunches in the County with 100 kids on the backpack waiting list and 100 more kids waiting to get on the waiting list. If approved, this program will serve 50 children per week for the remainder of this school year and the first two months of the next school year. Food products provided in the backpacks can be eaten in households without electricity or running water.

Phil Wickstrom entered a motion to approve the budget modifications as proposed seconded by Alleen Miller. The LIHEAP & CSBG Budget Modifications (Attachments B & C) were approved by unanimous acclamation.

## **7. By-Laws Revisions**

Emily Lewis is preparing for an audit by the Department of Economic Opportunity (DEO) consisting of a review of CAAAB roles in CSBG monitoring. As a result of a thorough review of the monitoring packet, Ms. Lewis suggests that the Board consider adding nondiscrimination language to the by-laws and provide for the authority to create sub-committees. There is a Family Self-Sufficiency Program (FSSP) Coordinating Committee (consisting of Kim Gaut, Dee Rutko and Phil Wickstrom) that has oversight of the FSSP.

Ms. Lewis suggested CAAAB members convene to review the by-laws regarding these issues. Vikki Carpenter suggested the Board review the 2010 Census to determine geographical designations of CAAAB members. CAAAB members volunteering to review the by-laws are: Michael Haymans and Kim Gaut. They will have a recommendation at the April Meeting.

**8. Public Comments:** None.

**9. Staff and Members' Comments:**

Kim Gaut asked if there are any openings in the Family Self-Sufficiency Program. Emily Lewis responded that two families were terminated during the last quarter for non-compliance and plans are in place to fill those vacancies. The Family Services Division staffing structure is changing now that staff members are located in the new facility. Once the new staffing structure is in place, the vacancies will be filled.

Board Members reviewed their personal information on the roster. Revisions noted. Corrected roster will be forwarded to DEO.

Vikki Carpenter informed the Board that the move to the new Loveland Facility has been completed for Family Services, Veterans Services and Housing. Senior Services will be moving in February. All Human Service Divisions, except Transit, are now located at 1050 Loveland Blvd., Port Charlotte, FL 33980. Outreach services will continue to be provided in Englewood. Family Services Division staff members are exploring opportunities to provide outreach services in Punta Gorda. All phone numbers with an 833 prefix will remain the same including the main line and the fax line.

**10. Adjournment:**

The meeting was adjourned at 4:52 pm. The next CAAAB meeting will be held Thursday, April 19, 2012 at Charlotte County Human Services, 1050 Loveland Blvd., Port Charlotte, FL 33980.

Respectfully Submitted,



Recording Secretary